

0 2 MAR 1971

MEMORANDUM FOR: Chiefs of Clandestine Service Components

SUBJECT : Preparation of Fitness Reports for Senior Officers

REFERENCE : Memo for Division and Staff Chiefs, from DDP, 1 June 1965; Subject: Rating Officers for Fitness Reports (attached)

1. The procedures for rating Senior Officers of the Clandestine Service established by Mr. Helms in referent memorandum will be continued.

2. I feel strongly that reports on our senior officers must be prepared accurately and submitted according to schedule. Fitness Reports for GS-15 and above officers in Headquarters assignments are due in the Office of Personnel no later than the end of April, and reports for field officers of these grades are due no later than the end of May.

3. Inasmuch as the Evaluation Board for GS-14 Officers convenes on 1 June 1971, we have requested in Book Dispatch 7687 that GS-14 Fitness Reports be completed and available in Headquarters by 15 April 1971. This timing is necessary to permit home base components to complete their review and evaluation of officers preliminary to action by the Evaluation Board.

4. Fitness Reports for Station Chiefs which are prepared at Headquarters must be sent to the field for the information and signature of the officer concerned after having been reviewed by the Division Chief or the ADDP, whichever is appropriate. In these cases, the report should be prepared immediately following the end of the rating period to assure that deadline for submission to the Office of Personnel is met. In the special case of GS-14 officers noted in paragraph 3 above, if the report has not been returned from the field at the time the Evaluation Board meets, provide a copy (without COS signature) to CSPS for use of the Evaluation Board.


Thomas H. Karamessines
Deputy Director for Plans

Att: Referent Memorandum

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S-E-C-R-E-T

GROUP I - Excluded from
automatic downgrading
and declassification.